 

**City Leap Energy Partnership**

**Selection Questionnaire (SQ)**

**ProContract ID: DN484211**

**This SQ must be completed in accordance with the guidance**

**provided to Bidders in the accompanying document ‘‘SQ Guidance’’**

**Selection Questionnaire**

**Notes for Completion**

1. The “Authority” means the contracting authority, being Bristol City Council, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” or “Bidder” refers to the potential supplier completing this Selection Questionnaire (**“SQ”**), i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Concession Contracts Regulations 2016 (referred to as the “**Regulations**”) and could be a registered company, the lead contact for a group of economic operators; a charitable organisation; a Voluntary Community and Social Enterprise; a Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Where permitted, should you need to provide additional information in response to the questions, please submit such information in a clearly identified annex. Further detail as to the format requested is set out in the SQ Guidance. It is recommended that Bidders read the SQ Guidance before completing the SQ. Unless otherwise expressly stated, terms defined in the SQ Guidance shall have the same meaning in this SQ.
4. The Authority recognises that arrangements set out in section 1.2 of the SQ in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The Bidder (being either a Single Bidder or the Lead Bidder in the case of a consortium) should notify the Authority immediately of any change in the proposed arrangements and ensure a completed SQ Response is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information. Further detail as to the requirements of the Authority in the event of any change in relation to a group of economic operators is set out in the SQ Guidance.
5. To understand which organisations (e.g. Essential Sub-Contractors/Consortium Members/Guarantors) are required to respond to Parts 1, 2 and 3, complete the SQ Declarations and enter into NDAs, please refer to the SQ Documents, in particular Appendix A of the SQ Guidance and, in relation to Part 3 of the SQ, the SQ Evaluation Criteria. It is recommended that Bidders read all SQ Documents before completing this SQ.
6. The Authority confirms that it will keep confidential and will not disclose to any third parties any confidential information (being information identified by You as confidential) submitted as part of Your response to the SQ (including without limitation any information obtained from a named customer contact), other than to the Cabinet Office and/or contracting authorities defined by the Regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential Supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection criteria must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 1** | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) - (i) | Registered office address (if applicable) |  |
| 1.1(b) - (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i) please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[2]](#footnote-3)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met:   + Over 25% up to (and including) 50%,   + More than 50% and less than 75%,   + 75% or more.   (Please enter N/A if not applicable and provide reasons for this response. The Authority reserves the right to request further details in the event that it is not satisfied with the explanation provided.) |  |
| 1.1(o) | Details of immediate parent company:  - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(q) | Details of beneficial owners (if details not provided in response to previous questions) [[3]](#footnote-4):  - Full name of the beneficial owner(s)  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable and provide reasons for this response. The Authority reserves the right to request further details in the event that it is not satisfied with the explanation provided.) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the successful supplier and any persons of significant control of them (or beneficial owners if applicable).

Please provide the following information about your approach to this procurement:

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| **Section 1** | **Bidding Model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded (this must be a corporate SPV) |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and/or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact Details and Declaration**

1. I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.
2. I declare that, upon request and without delay, I will provide the certificates or documentary evidence referred to in this document.
3. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.
4. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
5. I am aware of the consequences of serious misrepresentation.

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| **Section 1** | **Contact Details and Declaration** | |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Electronic Signature |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection criteria must complete and submit the Part 1 and Part 2 self-declaration.

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| **Section 2** | **Grounds for Mandatory exclusion** | |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 38(8) and (9)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered ‘Yes’ to question 2.1(a), please provide further details including:   1. the date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction; 2. the identity of who has been convicted; and 3. if the relevant documentation is available electronically please provide the web address, issuing authority, and the precise reference of the documents. |  |
| 2.2 | If you have answered ‘Yes’ to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 38(10) and (11)**  Has it been established for your organisation, by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered ‘Yes’ to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note:** The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| **Section 3** | **Grounds for Discretionary Exclusion** | | | | |
|  | **Question** | | | **Response** | |
| 3.1 | **Regulation 38 (16)**  The detailed grounds for discretionary exclusion of an organisation are set out in Regulation 38(16) of the Concession Contracts Regulations 2016 should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | | | | |
| 3.1(a) | Breach of environmental obligations? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(b) | Breach of social obligations? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(c) | Breach of labour law obligations? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(e) | Guilty of grave professional misconduct? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(g) | Aware of any conflict of interest within the meaning of Regulation 35 due to the participation in the procurement procedure? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | | Yes ☐  No ☐  If yes please provide details at 3.2 | | |
| 3.1(j)  3.1(j) - (i) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | | Yes ☐  No ☐  If Yes please provide details at 3.2 | | |
| 3.1(j) - (ii) | | The organisation has withheld such information. | Yes ☐  No ☐  If Yes please provide details at 3.2 | |
| 3.1(j) - (iii) | | The organisation is not able to submit supporting documents required under Regulation 38 (15) g of the Concession Contracts Regulations 2016. | Yes ☐  No ☐  If Yes please provide details at 3.2 | |
| 3.1(j) - (iv) | | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2 | |
| 3.2 | | If you have answered ‘Yes’ to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  | |

**Part 3: Selection Questions**[[4]](#footnote-5)

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| **Section 4** | **Economic and Financial Standing** | |
|  | **Question** | **Response** |
| 4.1 | Please provide a copy of your audited accounts for the last two years. Where audited accounts are not available, please provide **one** of the following (answer with Y/N in the relevant box): |  |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.   Please provide a copy as part of your SQ Response if applicable. | Yes ☐  No ☐ |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.   Please provide a copy as part of your SQ Response if applicable. | Yes ☐  No ☐ |
| 1. Alternative means of demonstrating financial status if any of the above is not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).   Please provide a copy as part of your SQ Response if applicable. | Yes ☐  No ☐ |
| 1. A copy of your monthly management accounts from the date of your last audited accounts, together with a statement of cash flow forecast for the current year and financial projections for the current financial year.   Please provide a copy as part of your SQ Response if applicable. | Yes ☐  No ☐ |
| 4.2 | Where the Authority has specified a minimum level of economic and financial standing within the evaluation criteria for this SQ stage, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out in the SQ Evaluation Criteria.  The Authority has specified a Minimum Net Assets Threshold and Minimum Financial Scoring Threshold for this SQ stage.[[5]](#footnote-6) The Authority will conduct its own assessment to verify that the minimum levels of financial and economic standing are achieved.  Bidders who fail to meet the specified Minimum Net Assets Threshold and/or Minimum Financial Scoring Threshold will not be permitted to proceed to the next stage of the procurement. | Yes ☐  No ☐ |
| 4.3 | Please provide details of any adjusting and non-adjusting events, which could be favourable or unfavourable, that have occurred after the latest reporting period that would otherwise need to be adjusted for or disclosed in accordance with International Accounting Standard (IAS) 10 (Events after the Reporting Period). Please quantify the adjusting event or disclose the nature of the non-adjusting event, including any events that indicate that the going concern assumption is not appropriate.  Please answer with Y in the relevant box if applicable and that a response has been provided. | Yes ☐  No ☐ |
| 4.4 | Please explain the impact COVID 19 has had on your organisation up to the date of the SQ Response, how your organisation has responded and the ongoing mitigation plans in place (note the response to COVID 19 is for understanding only and will not form part of the SQ evaluation, except where this is also disclosed as an IAS10 event). |  |
| 4.5 | Please provide a copy of a Dun & Bradstreet report (obtained within the six weeks prior to the SQ Response Deadline) which contains your Failure Score (obtained within the 6 weeks’ prior to the SQ Response Deadline). Other credit rating agency reports will be accepted as long as these include an equivalent indicator to the Failure Score (a measure of the organisation's risk of failure in the next 12 months).  Please provide details of any credit rating reports (e.g. Moody’s, Fitch and Standard & Poor’s) in respect of either a Single Bidder or each consortium member to the extent such reports are available. |  |
| 4.6 | In order to meet the minimum level of financial and economic standing specified for this SQ stage, please confirm whether any economic operators require the assessment of economic and financial standing to be undertaken on a parent company of the economic operator or any other organisation(s) that are committing to underwrite the obligations of any of the economic operator(s) by way of a guarantee (the “**Guarantor**”).  If the answer is yes, Bidders are required to confirm and provide the information set out in (a) to (c) below: | Yes ☐  No ☐ |
|  | 1. details of the Guarantor(s) as follows:   Name:  Company registration number:  Registered Address:  Relationship to Bidder: |  |
|  | 1. That the relevant Guarantor has provided the information requested in Questions 4.1, 4.2, 4.3, 4.4 and 4.5 above; and   Please provide that information as part of your SQ Response if applicable. | Yes ☐  No ☐ |
|  | 1. That the relevant Guarantor will guarantee the obligations of the respective economic operators (if required) on terms acceptable to the Authority.   Please provide such written confirmation from the relevant Guarantor as part of your SQ Response if applicable. | Yes ☐  No ☐ |
| 4.7 | In relation to Consortia bids, please confirm that each member of the consortia (including the Guarantors of any Consortium members) will provide any applicable guarantees on a ‘joint and several’ liability basis in relation to the Consortium’s obligations to either the Authority and/or City Leap project. | Yes☐  No☐ |

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| **Section 5** |  |

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| **Section 6** | **Technical and Professional Ability** |
| **6.1(a)** | **Relevant experience and references**  Please describe your previous experience in respect of each of Requirements 1-5 listed below.  Contracts for supplies of services or works should ideally have been performed during the past five years and the elements of the contracts being relied on below must have already been carried out (i.e. not to be carried out in the future, although the contract may be ongoing). Contracts carried out more than five years ago are permissible but will not score as highly.  Consortia should provide relevant examples of where the consortium has delivered projects as part of a contract within the last five years. Different consortium members can offer different examples for each Requirement.  Where the consortium is a special purpose vehicle, the information requested should be provided in respect of the special purpose vehicle. If this is not possible, e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract, then examples should be provided from individual consortium members that are relevant to the nature of their role in the consortium (i.e. the members that would deliver the equivalent part of the Services if the consortium was appointed as Provider).  It is not necessary to provide examples from every consortium member, however it is expected that some examples should be given in respect of the Lead Bidder. You must clearly state which entity in the consortium has obtained the experience being referred to.  For each example of your previous experience given in 6.1(a), please provide references at 6.1(b).  Responses will be evaluated and scored in accordance with the scoring methodology set out in the SQ Evaluation Criteria. |
| **Requirement 1**  **Partnership Working**  **(Weighting 30% of the score available for question 6.1(a))** | Please provide examples of your experience of working successfully in partnership with one or more other organisations, where low carbon energy infrastructure has been delivered at scale (greater than £25m) in an urban environment. |
| **Response**  **Max 3,000 words** | |

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| **Requirement 2**  **Sourcing Funding**  **(Weighting 20% of the score available for question 6.1(a))** | Please provide examples of your experience of:   * Providing or sourcing alternative forms of finance (greater than £25m) for investment in a broad range of low carbon energy infrastructure projects. * Developing a mechanism or commercial model that has facilitated the sourcing or delivery of capital for substantial investment (greater than £25m) in a broad range of low carbon energy infrastructure projects. |
| **Response**  **Max 2,000 words** | |
| **Requirement 3**  **Smart energy infrastructure**  **(Weighting 20% of the score available for question 6.1(a))** | Please provide examples of your experience of delivering and investing (greater than £5m of capital investment in individual projects) either directly or indirectly, e.g. via an investment fund or an equity stake in a third party company, in a range of smart, interconnected low carbon energy infrastructure projects. |
| **Response**  **Max 2,000 words** | |
| **Requirement 4**  **Delivering Social Value**  **(Weighting 15% of the score available for question 6.1(a))** | Please provide examples of your creation and delivery of substantial and innovative social value outcomes as part of your delivery of low carbon energy infrastructure projects. |
| **Response**  **Max 1,500 words** | |
| **Requirement 5**  **Working with the Third Sector**  **(Weighting 15% of the score available for question 6.1(a))** | Please provide examples of your experience of where you engaged and worked with local third sector partners to deliver low carbon infrastructure projects led by you. |
| **Response**  **Max 1,500 words** | |

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| **6.1(b)** | | **Contract references**  For each of the examples of your experience given above in 6.1(a) please provide details of the referees for the contract(s) in which the experience was gained in the table below.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided with respect to previous experiences in response 6.1(a). References will not be contacted at this time, but the Authority may contact them later in the procurement process. | | | | |
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|  | **Reference(s) for Requirement 1** | | **Reference(s) for Requirement 2** | **Reference(s) for Requirement 3** | **Reference(s) for Requirement 4** | **Reference(s) for Requirement 5** |
| **Name of customer organisation** |  | |  |  |  |  |
| **Point of contact in the organisation** |  | |  |  |  |  |
| **Position in the organisation** |  | |  |  |  |  |
| **E-mail address** |  | |  |  |  |  |
| **Brief description of contract** |  | |  |  |  |  |
| **Contract Start date** |  | |  |  |  |  |
| **Contract completion date** |  | |  |  |  |  |
| **Estimated contract value** |  | |  |  |  |  |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by Section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered Yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act? | Yes ☐  Please provide the relevant url:  No ☐  Please provide an explanation: |

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at Contract Award stage.

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| **Section 8** | **Additional Questions** | |
| **8.1** | **Insurance** | |
| a. | Please self-certify whether as a:   * Single Bidder, you have or will obtain; or * Lead Bidder of a Consortium, that the party that will be appointed as Provider (i.e. an existing SPV or SPV to be formed) has or will obtain   prior to the commencement of provision of the Services, the levels of insurance cover indicated below:   1. Employer’s (Compulsory) Liability Insurance = £10 million 2. Public Liability Insurance = £50 million 3. Professional Indemnity Insurance = £25 million | Yes ☐  No ☐ |

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| **8.2** | **Skills and Apprentices[[6]](#footnote-7) (please refer to the SQ Guidance)** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.  Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes ☐  No ☐ |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes ☐  No ☐ |
| **c.** | Do you have a process in place, or can you commit to having such a process in place prior to commencement of the contract, to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes ☐  No ☐ |

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| **8.3** | **Social Value** | |
| **a.** | Do you have a process in place, or can you commit to having such a process in place prior to commencement of the contract, to ensure that your supply chain supports social value and can provide evidence if requested? | Yes ☐  No ☐ |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
2. UK companies, Societies European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
3. For these purposes a beneficial owner is any person holding directly or indirectly more than 25% of shares in the company or holding directly or indirectly more than 25% of voting rights in the company or otherwise having the right to directly or indirectly to exercise, or who actually exercises significant influence or control over the company. [↑](#footnote-ref-4)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-5)
5. Please refer to the SQ Evaluation Criteria and the SQ Guidance that clarifies the process of applying the Minimum Net Assets Threshold and Minimum Financial Scoring Threshold to Single Bidders and consortia. [↑](#footnote-ref-6)
6. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-7)